

PROJECT STATUS REPORT



To:	Sharon Novak	Date: Feb 3, 2006	Y	N
Client:	WA Office of Financial Management			
Project Name:	Grants, Contracts Loans Feasibility Study	On Schedule:	Y	
Prepared By:	Carol Baque	Within Budget:	Y	
Period Covered:	Jan 30, 2006 – Feb 3, 2006	Change of Scope:		N

Activities Completed – Covered Period:

Completed drafts of 34 use cases with functional requirements; distributed requirements list for agency focus group review
 Conduct agency focus group review of functional requirements - Friday
 Continued drafting Requirements document
 Send questions for Kreighan and Del on current agency costs and potential benefits - Friday
 Identified candidate best of breed products
 Began draft of Business Case document
 Received further changes to Project Plan documents
 Updated up project website
 Updated project plan

Activities Planned - Next Period:

Complete draft of Requirements document and distribute for review
 User Group review of Requirements document
 Clarify current agency costs and potential benefits with Kreighan and Del
 Draft a high level analysis of SAP capabilities for use cases
 Research costs of candidate best of breed products
 Research potential fit and costs of SAP
 Send use cases for function point count
 Finalize Project Plan documents
 Update project website
 Update project plan

Deliverable Status:

Deliverable	Status	Completion / Approval Date
Project Plan Document, Schedule, DEDs	Completed; Revising	1/20/06 /
Definition of Requirements	In progress	
Business Case Preliminary Statement	In progress	
Business Case Document		
Alternatives Analysis & Recommendation		
Solution: Conceptual Design		
Solution: Work Plan		
Solution: Risk Plan		

Issues/Notes:

Management Action Required:

Need information on state SAP licensing
 Request PRISM documentation from IAC
 Signoff of Project Plan document

Attached Documents: